NORTHLAND CAREER CENTER
College Ready | Career Ready | Life Ready

NORTHLAND CAREER CENTER
1801 BRANCH STREET
PLATTE CITY MO 64079
PHONE (816) 858-5505
www.northlandcareercenter.com

Shadow Day Information

Thank you for your interest in Northland Career Center. Your shadow visit to NCC will have two purposes:

1) To assist you in making the decision as to whether NCC is a good fit for you.
2) To give our instructors an opportunity to see how you will work in their program.

In order for you to have a positive shadowing experience please follow the guidelines listed below. You should come prepared to work when shadowing any of the programs at NCC.

- Preview the video(s) of the program you are interested in at northlandcareercenter.com
- Bring a pencil/pen and something to write on.
- Dress appropriately as if you were going to a job in your area of interest:
  a. Shadowing Culinary Arts: closed-toe shoes and pants are required.
  b. Shadowing Industrial Welding, HVAC, Construction Technology, and Diesel Technology: boot and pants are required.
  c. Shadowing Building Trades: dress to work outside in inclement weather.
  d. Shadowing Early Childhood Careers: wear clothes so that you can play on the floor with pre-school children such as long skirts, jeans or nice pants.
  e. Wear pants that fit around your waist. Baggy pants can be a safety hazard in some programs and is not appropriate for the work place.
  f. Blouses must cover the midriff and chest.
- Ask questions in class.
- NCC students are not allowed to use their cell phones in the classrooms or in the halls.
- Most of all – Have fun!

If you have a positive shadowing experience and would like to attend NCC, please contact your sending school counselor and complete the application process.

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Career and Technical Education
Program Shadowing Information

Northland Career Center's shadowing experience provides you the opportunity to make an informed decision regarding the career path you wish to take during your high school years. Your shadowing time at NCC is also a chance for the instructor to determine whether you would be a good fit for his or her program.

NCC offers nine two-year programs and two senior-only programs. Students earn high school elective credits, a certificate of completion, and in many of the programs students have the opportunity to earn a state or national certification. College credit is also available in several programs.

NCC provides career and college readiness education to students in seven school districts. Class sizes are small and range from 10 to 24. There are approximately 160 students that attend the morning session from 8:00 a.m. to 10:40 a.m. and approximately 160 students that attend the afternoon session from 11:30 a.m. to 2:10 p.m.

A learning center is provided for those students needing additional assistance in understanding class material, preparing for tests, and taking tests in smaller groups.

After you have completed your shadow experience, you will be asked to fill out an exit survey. Please be truthful as this will help us determine the best way to implement the shadowing program. Your instructor for the day will also complete a shadow evaluation form about your shadow experience. His or her recommendation is very important so you want to be sure to follow expectations listed below:

1. Look at shadowing like an interview.
    a. Be alert in class and participate in group discussions and lab assignments.
    b. Take notes.
    c. In some programs, you will be paired with another student. Ask that student questions about the class, instructor, and NCC as a whole.
2. No cell phones are allowed in the classrooms or in the halls.
3. Hats are not to be worn in the halls or cafeteria. They are only allowed in the classrooms with the instructor's permission.

During the application process, your application and shadow experience will be reviewed and compared with others that have also applied to your program of interest. The enrollment process is based on points given to the following categories and students are selected based on their point totals:

- GPA
- Attendance
- Math and Reading scores on the PLAN test
- Shadow experience

We will look at attendance very closely so it is very important that you attend class on a daily basis. If you exceed the attendance policy guidelines, you can be recommended "not to return" to the program. Your tuition to attend the Career Center is paid by your home school and attendance is called to them on a daily basis.

Contact your counselor to get a NCC Shadow Waiver signed by your parent(s)/guardian(s) and schedule a day to shadow at NCC.

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SHADOW PROGRAM

INSURANCE WAIVER - AUTHORIZED STUDENT PERMISSION FORM

Your son/daughter has chosen to "shadow" a program(s) at Northland Career Center (NCC) for half a day. The shadow process is designed to help your child have an authentic experience; therefore, they will be in an active, on/off campus lab site where NCC students will be engaged in training. Students can view videos of NCC programs before shadowing at northlandcareercenter.com. The following "Insurance Waiver" and "Authorized Student Permission" form must be signed in order for your child to participate at NCC.

We feel the shadow process helps students make good, informed choices regarding career pathways and we appreciate your cooperation. If you have any questions, please call Ron Webster at (816) 858-5505.

INSURANCE WAIVER

All students participating at Northland Career Center **MUST** carry accident and hospitalization insurance OR agree to the following waiver of responsibility.

_____ I **DO** have the required **insurance** which will cover any accident or injury that my child may sustain while a participant at NCC.

_____ I **DO NOT** have the required **insurance**, but will not hold NCC liable for any accident or injury sustained by my child while a participant at NCC.

I understand, in the event of injury occurring during school hours related to the shadowing program, Northland Career Center will not be liable for treatment expenses incurred.

The Career Center administration has permission to call for emergency transportation. Also, I hereby permit the release of medical information related to any special conditions or disabilities listed (to appropriate Career Center personnel or other authorized persons.)

I have read and understand the above.

Student Name_____ Date_____

Address_____

Parent/Guardian Signature_____ Date_____

In case of emergency, you may contact _____ _____
Name Phone

AUTHORIZED STUDENT PERMISSION

I hereby give my son/daughter permission to shadow at Northland Career Center during regular school hours.

Parent/Guardian Signature _____ Date_____

Home School _____ Home School Official _____

Program Area _____ Session ☐ AM ☐ PM Scheduled Date to Shadow _____